

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
2. AMENDMENT/MODIFICATION NO. A0001		3. EFFECTIVE DATE 08/06/2002		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY U.S. DOT/RSPA/Volpe Center 55 Broadway Cambridge MA 02142		CODE DTS-852		7. ADMINISTERED BY (If other than Item 6) U.S. DOT/RSPA/Volpe Center 55 Broadway Cambridge MA 02142		CODE DTS-852	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, State and ZIP Code)				(X) 9A. AMENDMENT OF SOLICITATION NO. X DTRS57-02-R-20022			
				9B. DATED (SEE ITEM 11) 07/19/2002			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
				10B. DATED (SEE ITEM 13)			
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENT OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and the date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF :						
	D. OTHER (Specify type of modification and authority)						
E. IMPORTANT : Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) This amendment is issued to respond to potential offeror's questions. The solicitation is revised as stated herein. The due date for proposals remains August 19, 2002.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
15B. CONTRACTOR/OFFEROR (Signature of the person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY (Signature of the person authorized to sign)		16C. DATE SIGNED	

1. Contract Ceiling - Contractors consider the potential size of ID/IQ contracts in weighing whether to submit proposals. What is the intended ceiling of the above-referenced contract? Estimated hours and other direct costs in Section L for the project have been provided. The ceiling can be calculated using the estimated hours and other direct costs while inserting the offerors labor and indirect rates.

2. Number of Volumes for Proposal - Section L.9B (page 60) of the solicitation indicates that Offerors are required to submit their proposals in three volumes, but only identified the content of two of the volumes. Is it intended that only two volumes be submitted, as described, or is a third volume intended? If a third volume is intended, what is the content of that volume? Two volumes are required; one technical and one cost.
Check Section L in this amendment for correction of typographical error.

3. Weight of Cost/Business Volume of Proposal - Sections M.1 and M.3 Will the Volpe Center evaluate/score the Cost/Business volume of Offeror's proposals in a qualitative or quantitative manner? The evaluation will be conducted in accordance with Section M.

4. Intended Award Date/Timeframe - In what general timeframe does the Volpe Center intend to complete its evaluation and when is work anticipated to begin on the first task/delivery order? September 2002.

5. Joint Venture - Will the Volpe Center consider joint venture proposals, and if so, what information requirements will apply to such submittals? Joint ventures will be considered if approved by the Small Business Administration prior to proposal submittal. Joint ventures will have to submit the information as listed in Section L within this amendment.

6. Is there an incumbent contractor? There is no incumbent for this RFP. Marcor Environmental, Hunt Valley, Maryland has an Indefinite Delivery/Indefinite Quantity asbestos remediation contract where they have Task Orders to perform remediation in Libby, Montana that they are currently completing.

7. Would it be possible to schedule a site visit the week of July 29th?

A formal site visit will not be conducted, however potential offerors can visit Libby, Montana and Lincoln County on their own. Offerors may check into the Libby EPA Information Center at 501 Mineral Avenue, Libby, Montana to contact the Volpe On-site representative. The Volpe representative will be able to direct interested parties to the current remediation sites only. Any information discussed regarding potential site locations to be conducted under this RFP do not change the statement of work or any terms and conditions of this RFP, unless formally notified by the Contracting Officer in an Amendment to the solicitation.

8. Is there a cutoff date for submittal of questions- both technical and cost?

L.5 is revised to allow submittal of questions 21 days from issuance of RFP.

9. Section L.10.A has a table that list the estimated labor hours for each labor category. The Health and Safety Officer has 100 hours. However, in Attachment J.1 the labor category description for the Safety and Health Officer states that this person is to be assigned to the site on a full-time basis. Would you please clarify how many hours should be estimated for this position?

Health and Safety Officer is estimated at 1000 hours over the two year period. Attachment J. 1 is revised to delete that requirement.

10. Is it possible to receive an electronic copy in Word or Word Perfect format of the Solicitation? No, it is downloadable from our website only in adobe.

11. Please clarify the submission of the Past Performance Evaluation Forms: Are they to be bound in the Technical Proposal? If so, where, and do they count against the maximum number of pages for that section. If they do not go in the Technical Proposal, how should they be submitted?

Past performance Evaluation Forms can be bound in the Technical Proposal, after Technical Understanding and prior to Staffing.

See page 78, L.11 B.2. , where it states, "The total overall page limit for the summaries of the offeror's five most relevant contracts is 15. There is no limit for the required list of other contracts, for past performance reports, or for any other information submitted by the Offeror to demonstrate that it has made its best efforts to ensure that customers provide past performance reports to the Volpe Center. "

12. 1. Ref. Table of Contents B.1 identifies the type of contract as a CPFF (May 1999) and both Section B, B.1 and Section L, L.3, Type of Contract call the contract an ID/IQ task order contract. Will the Table of Content be amended to be consistent with the language in the body of the RFP? The contract is an ID/IQ contract in which CPFF or FFP Task Orders can be issued. The RFP does not need to be amended.

13. Ref. Section G, G.3 Ordering, D. second line refers to “award fee” and is the only place in the RFP award fee is mentioned. Should “award fee” be
In G.3 Ordering, D. Award fee is replaced with fixed fee.

14. Section I, I.1, I FAR Clauses, 52.219-18 the date should be corrected from June 199 to June 1999. Correct typographical error in year of clause to June 1999.

15. Section I, I.7 52.244-6 Subcontracts for Commercial Items and Commercial Components (Oct 1998) should be updated to (May 2002). The date for the subject clause is revised to read May 2002.

16. Section I, pages 46 and 47 contain language that duplicates the language in clause I.6 and should be deleted. Pages 46 and 47 are hereby deleted.

17. Reference Section H.7 Security Clearance. Is this relevant to this contract?
Clause H.7 Security Clearance is deleted.

18. Reference M. 2 Technical on page 84 states that the three criteria for evaluation are Technical Understanding, Past Performance, and Staffing. On pages 84 and 85 the order is transposed for Past Performance and Staffing. Paragraphs M.2B is revised to : Past Performance, M.2C is revised to: Staffing. The text for both paragraphs for staffing and past performance The technical criteria for evaluation are correctly listed in M.2 on page 84, in descending order of importance: Technical Understanding, Past Performance and Staffing.

Section L- Delete previous L.10 and Substitute the following:**L.10 COST/BUSINESS PROPOSAL INSTRUCTIONS – VOLUME I****A. INTRODUCTION**

All information relating to cost or pricing must be included in this volume of the proposal; under no circumstances shall cost or pricing information be included elsewhere.

The purpose of the Cost/Business Proposal is: to permit the Government to determine whether the proposed costs, fixed fee, and profit are fair and reasonable and whether the proposed costs demonstrate cost realism; to permit the Government to calculate probable cost for comparison with other Offerors; to obtain factors that will be used during contract performance to calculate the maximum fixed fee and profit on task orders; and to determine whether the Offeror has outlined a plan to budget, monitor, and control contract costs during performance.

The Cost/Business Proposal instructions require that the estimated Government requirement be priced out for the two year task ordering period. Hours should be apportioned between the prime and its subcontractors in a manner consistent with the Offeror's technical proposal. The Government-estimated annual requirement is as follows:

For Proposal Purposes: Offerors shall assume that all Task Orders will be subject to the Davis-Bacon Act.

Labor Category	Estimated Annual Requirement	Total Requirement
Professional Categories		
Program Manager	120	240
Project Manager	500	1,000
Environmental Engineer	250	500
Health & Safety Officer	500	1,000
Administrative Support	250	500
Total Professional	1,620	3,240
Construction Labor		
Asbestos Worker	1,200	2,400
Equipment Operator	2,800	5,600
Truck Driver (Heavy)	4,800	9,600

Carpenter	150	300
Electrician	90	180
Plumber/Pipefitter	90	180
Laborer	8,750	17,500
Total Construction Labor	17,880	35,760
Grand Total	19,500	39,000

Offerors should assume a contract period of performance of September 1, 2002 to August 31, 2004. The places of performance are the Offeror's facility for the Program Manager and Libby, Montana for all other professional, and all construction labor.

The Government intends to make award based on initial offers. Consequently, the Offeror is advised that failure to provide the required schedules and supporting documentation may result in the rejection of its offer. It is the Offeror's responsibility to provide sufficient, meaningful information and clear, detailed supporting documentation so that the Government can complete its evaluation of the proposal (including any subcontractors) and accomplish the objectives stated above without additional correspondence or communication with the Offeror. Offerors should ensure the proposed fixed fee and profit factors proposed reflect the competitive nature of the procurement.

"Cost realism" means that the costs in an Offeror's proposal are realistic for the work to be performed, reflect a clear understanding of the requirements, and are consistent with the various elements of the Offeror's technical proposal. If the Contracting Officer determines that an Offeror's initially proposed costs do not reflect what it would reasonably cost that Offeror to perform the requirements, then the Contracting Officer may make adjustments to the proposed costs to determine probable cost.

To facilitate cost/business proposal preparation, a checklist is provided for use by the prime Offeror and each subcontractor. The Cost/Business Proposal Checklist, Schedule 1a, should be completed and submitted as part of the proposal.

If any of the cost/business proposal instructions appear incompatible with established/approved accounting practices, Offerors shall notify the CO within 21 calendar days of the issuance date of the RFP.

B. FORMAT

The Cost/Business Proposal shall be submitted in three sections as follows:

Section I - Solicitation Documents

Section II - Information Other Than Cost and Pricing Data

Section III - Business Proposal

SECTION I - SOLICITATION DOCUMENTS

In this section, Offerors shall submit a completed and signed Standard Form SF 33 (Section A/page 1 of the solicitation), including acknowledgment of any amendments; and Representation, Certifications, and Other Statements of Offerors (Section K of the solicitation).

SECTION II - INFORMATION OTHER THAN COST AND PRICING DATA

In this section, Offerors will be provided with detailed instructions (Part 1) and an explanation of the Cost/Business Proposal Checklist and schedules (Part 2).

PART 1 - DETAILED INSTRUCTIONS

The Offeror shall submit a signed Proposal Cover Sheet (Schedule 1) and information other than cost and pricing data as set forth below. Summary data shall be placed on the Proposal Cover Sheet and Schedules 2 through 8 should support it. In addition, Offerors should ensure consistency between the technical and the Cost/Business Proposals. All costs, rates, factors, and calculations must be shown and supporting rationale and documentation included.

Accounting System Approval

The Government cannot make an award to an Offeror who does not have an accounting system approved for Government cost-type contracts. Offerors disclose on Schedule 2 the status of accounting system approval. If an Offeror has had its accounting system disapproved, it must provide details. State when the review was performed, the reason(s) for disapproval, steps taken since disapproval, and why the system would now be approved. An Offeror who has not had its system reviewed is responsible for knowing what is required for approval; it should describe its accounting system; and it should explain why approval is likely. The Government may request accounting system reviews upon receipt of proposals.

Similarly, the Volpe Center cannot approve a cost-type subcontract to a proposed subcontractor that does not have an approved accounting system.

Labor

On Schedule 4, provide the proposed unburdened hourly labor rates for the labor categories defined in Attachment J.1, Personnel Requirements. Show calculations used to compute the proposed direct labor rates. Provide the basis and rationale for the labor rates proposed; for example, company-wide bidding rates, current salary data for named individuals, survey data, or anticipated new-hires, etc. Show how company categories are mapped to the RFP categories. Explain your approach and show how the educational and experience requirements in the RFP relate to your company categories.

Provide the current labor rates from payroll records and show those labor rates escalated to the cost proposal performance period for individuals whose resumes are provided in the technical proposal. If any individual's labor rate is 5 percent more or less than the proposed labor rate for that category, show calculations and provide a narrative addressing cost-realism for the proposed labor cost.

Davis Bacon Act Wage Rates

Attachment J.7 to the RFP are the Davis Bacon Wage Rates for Lincoln County, Montana. Offerors shall not bid rates that are lower than those wage rates. For proposal purposes, offerors shall assume all Task Orders will be subject to the Davis Bacon Act wage determination, Attachment J. 7 to this solicitation.

Uncompensated Overtime

All Offerors should state clearly whether or not uncompensated overtime is included in the proposal. Uncompensated overtime is defined in FAR 52.237-10 as "the hours worked without additional compensation in excess of an average of 40 hours per week by direct charge employees who are exempt from the Fair Labor Standards Act. Compensated personal absences such as holidays, vacations, and sick leave shall be included in the normal work week for purposes of computing uncompensated overtime hours."

If uncompensated overtime is used in this proposal, the Offeror must have an accounting system to record all hours worked. Show how it is incorporated into the proposal and its cost impact. Provide an explanation of your cost accounting treatment of uncompensated overtime and a copy of your policy.

If uncompensated overtime is proposed, Offerors will be required to provide uncompensated overtime hours during performance consistent with its proposal.

Administrative Labor

Administrative support hours are estimated at 250 per year. Offerors may adjust the Government estimate upward or downward but must provide rationale and verifiable support for the revision. Whether adjusted or not, Offerors must indicate what types of labor functions are billable as direct labor in accordance with established accounting practice.

Administrative functions that are not described and priced will not be billable during performance without prior CO approval.

Further, Offerors should describe the accounting treatment of the following labor functions: contract administration, subcontract administration, clerical activity, work status reporting, financial reporting, and project reporting.

Indirect Rates

Offerors are required to provide a schedule of their indirect rates and explain the allocation bases on Schedule 5.

Include all rates that the Offeror maintains in its accounting records that may be used during performance of this contract. Disregard those rates that the Contractor does not maintain, and use continuation sheets for additional rates whenever necessary.

Identify indirect rates that a Government audit agency has approved for forward pricing. If not approved, state the basis of the proposed rate (e.g., previous year's actuals, current fiscal year-to-date, business plan, etc.). Provide historical rate information, rationale, and other factors used to develop the proposed indirect rates used to cost the proposal. Also, provide actual expense pool amounts, allocation bases, and rates which have been submitted to the Defense Contract Audit Agency (DCAA) (or other cognizant Government audit agency) in your overhead rate proposal for establishing final indirect rates.

Cost ceilings may be required under this contract for the prime or one or more subcontractors. Offerors should review the situations described in FAR 42.707(b)(1) to determine whether or not ceilings should be utilized and, when appropriate, propose ceilings.

For proposal preparation purposes, Offerors should assume the Program Manager's effort is performed at the home-office and be appropriately burdened, and all other labor is performed in Libby, Montana, to which a field rate is applied.

Subcontracts

The Government anticipates that subcontracts will be predominantly fixed unit price or cost-plus-fixed-fee. Subcontractors must submit a cost or price proposal in accordance with the Cost/Business Proposal instructions in this section. All subcontractors must follow the same cost proposal instructions as the prime, except where noted. Regardless of dollar value, subcontract proposals must be adequately documented to facilitate an evaluation of proposed costs.

Offerors that enter into subcontracts other than on a cost-reimbursement type basis may make appropriate adjustments to the instructions and schedules. Information as to the type of subcontract contemplated and documentation to show why their subcontract type is anticipated must be included. The guidance in FAR Part 16 should be followed.

It is the responsibility of the prime Contractor to review and evaluate the subcontract proposals and accompanying cost or pricing data and furnish the results of such review to the Government as part of the cost submission, regardless of whether the details are provided to the prime Offeror or separately to the Government. The prime's review should be as detailed as the information provided by the subcontractor directly to the prime permits. A subcontractor whose evaluation is considered insufficient by the Government, either because the data submitted to the Government is incomplete or because the prime fails to conduct and document a comprehensive evaluation, will be deleted from technical consideration and the prime's technical proposal may be evaluated without it.

Other Direct Costs (ODCs)

During performance of task, the Offeror will be required to: provide equipment (preferable through rental agreements), supplies, and material. The following Government-estimated amounts should be apportioned between the prime and its subcontractors in a manner consistent with the distribution of labor hours, and burdened in accordance with established accounting practice.

Cost	Annual Amount	Total Amount
Equipment	\$775,000	\$1,550,000
Material	\$130,000	\$260,000
Supplies	\$125,000	\$250,000

Costs that Offerors classify as "other direct costs" (ODCs) also vary from firm to firm. Therefore, each Offeror and subcontractor must include an amount for ODCs based on its own accounting system and experience and provide rationale for the estimates. The categories of cost must be identified. Only those costs that are described and priced out will be billable during performance without prior CO approval.

Travel

All travel is to Libby, Montana. Each Offeror's travel cost may be different depending on the Offeror's business location. The annual travel requirements shown in the below table are the Government's best estimate. Each Offeror must estimate travel costs for its employees based on the following:

Annual Travel Requirement			
	Number of People Per Trip	Number of Days Per Trip	Number of Trips
Program Manager traveling to Montana for 3 days, 4 times.	1	3	4
Project Manager traveling to Montana for 30 days, 12 times.	1	26	12
Environmental Engineer traveling to Montana for 5 days, 12 times.	1	5	12
Health and Safety Officer traveling to Montana for 5 days, 6 times.	1	5	6

Offerors should clearly state the method of travel, the amount for any local travel, cost for airfare per trip, basis for the airfare, per diem amounts, and other costs for miscellaneous expenses. The Offeror should state what travel arrangements it expects to make, for example, whether it would acquire an apartment for long-term lodging rather than a hotel, or whether or not employees who are on travel for extended periods are permitted to return home periodically.

Escalation

The Government-recommended escalation for labor rates is 3 percent per year. Offerors may use that rate without explanation or develop an alternative escalation factor that must be supported. State clearly the escalation factor used to escalate current labor rates to the cost proposal performance period and provide rationale if 3 percent is not used.

Cost of Money

Attach supporting calculations if proposed.

Fixed Fee and Profit Objectives

Eighty percent of the costs developed in Schedule 6 should be apportioned to the cost-plus-fixed-fee portion in Schedule 3, and the remaining 20 percent apportioned to the firm-fixed-price portion in Schedule 4. During performance, it is estimated that 80 percent of the dollars obligated will be for cost-plus-fixed-fee task orders, and the remaining 20 percent will be for firm-fixed-price task orders.

The fixed fee and profit amounts included in Schedule 2 should be developed using Schedule 5. The percentages used in Schedule 5 will be incorporated into any resulting contract and will become maximum factors for task order proposal fixed fee or profit preparation.

The Government may utilize the weighted guidelines method in TAM 1215.9 and its Appendix E to evaluate proposed fixed fee for reasonableness. The Offeror's Cost/Business Proposal should contain adequate data and rationale for any factors it wants considered for Contract Risk and Special Factors. There is minimal risk associated with other than the prime Contractor's effort, and the fixed fee proposed should reflect this. The managerial and technical efforts necessary for the prime Contractor to procure, compete and administer subcontracts may be considered.

PART 2 - EXPLANATION OF COST/BUSINESS PROPOSAL CHECKLIST AND SCHEDULES

NOTE: Offerors may modify these schedules (font size, portrait or landscape orientation, etc.) provided the requested information is furnished in similar format.

Cost/Business Proposal Checklist, Schedule 1a: Prime Offerors and subcontractors should complete and include the checklist in the proposal package.

Schedule 1: "Proposal Cover Sheet". Prime Offerors and subcontractors should complete.

Schedule 2: "Summary of Proposed Costs, Fixed Fee, and Profit."

Schedule 3: "Summary of Proposed Costs for Cost-Plus-Fixed-Fee Portion"

Schedule 4: "Summary of Proposed Costs for Firm-Fixed-Price Portion."

Schedule 5: "Establishment of Maximum Factors and Calculation of Proposed Amount for Fixed Fee and Profit." The maximum weights will be incorporated into the resulting contract for use during contract performance.

Schedule 6: "Summary of Direct Labor Cost and Cost Realism Information."

Schedule 7: "Indirect Rates and Factors."

Schedule 8: "Allocation of Labor Hours and Other Direct Costs for Contract Year One." If the allocation is different for year two, prepare a similar schedule.

PART 3 – CHECKLIST AND SCHEDULES

Schedule 1a COST/BUSINESS PROPOSAL CHECKLIST	
	Page Number
Solicitation Documents	
Schedule 1: “Proposal Cover Sheet”	
Schedule 2: “Summary of Proposed Costs, Fixed Fee, and Profit”	
Schedule 3: “Summary of Proposed Costs for Cost-Plus-Fixed-Fee Portion”	
Schedule 4: “Summary of Proposed Costs for Firm-Fixed-Price Portion”	
Schedule 5: “Establishment of Maximum Factors and Calculation of Proposed Amount for Fixed Fee and Profit”	
Schedule 6: “Summary of Direct Labor Cost and Cost Realism Information”	
Schedule 7: “Indirect Rates and Factors”	
Schedule 8: “Allocation of Labor Hours and Other Direct Costs for Contract	
Clear, detailed explanation for all direct labor rates	
Comments on realism of labor rates	
Statement and information on uncompensated overtime	
Rationale for administrative labor hours, if adjusted	
Information describing accounting treatment of administrative and clerical labor	
Explanation and support for all indirect rates used	
Estimate and rationale for Offeror-estimated Other Direct Costs	
Cost of Money supporting calculations, if proposed	
Basis for escalation is different from 3%	
*Factors for CO’s consideration in weighted guidelines fee objective	
Contract Cost Control Plan	

*Not applicable to subcontractors

Schedule 1

PROPOSAL COVER SHEET				1. SOLICITATION/CONTRACT/MODIFICATION NUMBER		
2a. NAME OF OFFEROR				3a. NAME OF OFFEROR'S POINT OF CONTACT		
2b. FIRST LINE ADDRESS				3b. TITLE OF OFFEROR'S POINT OF CONTACT		
2c. STREET ADDRESS				3c. TELEPHONE		3d. FACSIMILE
2d. CITY	2e.	2f. ZIP CODE		3e. AREA CODE		NUMBER
4. TYPE OF CONTRACT OR SUBCONTRACT FFP CPFF CPAF FPI CPIF OTHER				5. PRIME OFFEROR SUBCONTRACTOR		
6. ESTIMATED COST, FEE AND PROFIT INFORMATION						
A. ESTIMATED COST						
B. FIXED FEE						
C. PROFIT						
D. TOTAL PRICE						
7. PROVIDE THE FOLLOWING						
NAME OF COGNIZANT CONTRACT ADMINISTRATIVE AGENCY				NAME OF COGNIZANT GOVERNMENT AUDIT AGENCY		
STREET ADDRESS				STREET ADDRESS		
CITY	STATE	ZIP CODE		CITY	STATE	ZIP CODE
TELEPHONE	AREA CODE	NUMBER		TELEPHONE	AREA CODE	NUMBER
FACSIMILE	AREA CODE	NUMBER		FACSIMILE	AREA CODE	NUMBER
NAME OF CONTACT				NAME OF CONTACT		
PROPERTY SYSTEM Reviewed by cognizant contract administrative agency and determined acceptable Reviewed by cognizant contract administrative agency and determined not acceptable Never reviewed				APPROXIMATE DATE OF LAST AUDIT		
PURCHASING SYSTEM Reviewed by cognizant contract administrative agency and determined acceptable; Reviewed by cognizant contract administrative agency and determined not acceptable Never reviewed				PURPOSE OF AUDIT (e.g. proposal review, establishment of billing rates, finalize indirect rates, etc.)		
				ACCOUNTING SYSTEM Audited and determined acceptable; Audited and determined not acceptable; Never audited		
				OFFEROR'S FISCAL YEAR		
8a. NAME OF OFFEROR (Typed)				9. NAME OF FIRM		
8b. TITLE OF OFFEROR (Typed)						
10. SIGNATURE				11. DATE OF SUBMISSION		

Schedule 2
Summary of Proposed Costs, Fixed Fee, and Profit

Prime or subcontractor name: _____

	Cost-Plus-Fixed Fee	Firm-Fixed-Price	Total
Cost Category			
Program Manager	\$	\$	\$
Fringe Benefits *	\$	\$	\$
Home-office Overhead	\$	\$	\$
Other Professional Labor	\$	\$	\$
Fringe Benefits *	\$	\$	\$
Field Overhead	\$	\$	\$
Construction Labor	\$	\$	\$
Fringe Benefits *	\$	\$	\$
Field Overhead	\$	\$	\$
Subcontracts	\$	\$	\$
1.	\$	\$	\$
2.	\$	\$	\$
Total Subcontracts	\$	\$	\$
Travel	\$	\$	\$
RFP-Equipment	\$	\$	\$
RFP-Material	\$	\$	\$
RFP-Supplies	\$	\$	\$
Offeror-Estimated ODC	\$	\$	\$
Subtotal	\$	\$	\$
G&A	\$	\$	\$
Cost of Money	\$	\$	\$
Total Costs	\$	\$	\$
Fixed Fee	\$		\$
Total Cost-Plus-Fixed- Fee	\$		
Profit		\$	\$
Total Firm-Fixed-Price		\$	
Grand Total			\$

* if separate from overhead

Schedule 3
Summary of Proposed Costs for Cost-Plus-Fixed-Fee Portion

Prime or subcontractor name: _____

	Contract Year One		Contract Year Two		
Cost Category	Rates	Amount	Rates	Amount	Total
Program Manager		\$		\$	\$
Fringe Benefits	%	\$	%	\$	\$
Home-office Overhead	%	\$	%	\$	\$
Other Professional Labor		\$		\$	\$
Fringe Benefits *	%	\$	%	\$	\$
Field Overhead	%	\$	%	\$	\$
Construction Labor		\$		\$	\$
Fringe Benefits *	%	\$	%	\$	\$
Field Overhead	%	\$	%	\$	\$
Subcontracts		\$		\$	\$
1.		\$		\$	\$
2.		\$		\$	\$
Total Subcontracts		\$		\$	\$
Travel		\$		\$	\$
RFP-Equipment		\$		\$	\$
RFP-Material		\$		\$	\$
RFP-Supplies		\$		\$	\$
Offeror-Estimated ODC		\$		\$	\$
Subtotal		\$		\$	\$
G&A		\$		\$	\$
Cost of Money		\$		\$	\$
Total Proposed Costs		\$		\$	\$

* if separate from overhead

Schedule 4
Summary of Proposed Costs for Firm-Fixed-Price Portion

Prime or subcontractor name: _____

	Contract Year One		Contract Year Two		
Cost Category	Rates	Amount	Rates	Amount	Total
Program Manager		\$		\$	\$
Fringe Benefits	%	\$	%	\$	\$
Home-office Overhead	%	\$	%	\$	\$
Other Professional Labor		\$		\$	\$
Fringe Benefits *	%	\$	%	\$	\$
Field Overhead	%	\$	%	\$	\$
Construction Labor		\$		\$	\$
Fringe Benefits *	%	\$	%	\$	\$
Field Overhead	%	\$	%	\$	\$
Subcontracts		\$		\$	\$
1.		\$		\$	\$
2.		\$		\$	\$
Total Subcontracts		\$		\$	\$
Travel		\$		\$	\$
RFP-Equipment		\$		\$	\$
RFP-Material		\$		\$	\$
RFP-Supplies		\$		\$	\$
Offeror-Estimated ODC		\$		\$	\$
Subtotal		\$		\$	\$
G&A		\$		\$	\$
Cost of Money		\$		\$	\$
Total Proposed Costs		\$		\$	\$

* if separate from overhead

Schedule 5
Establishment of Maximum Factors and Calculation of Proposed Amount for Fixed Fee and Profit

Prime name: _____

Fixed Fee				
	Estimated Cost	Range	Assigned Weight	Fee Dollars
Subcontracts; Other Direct Costs; Equipment Usage or Rental Costs	\$	1-5%	%	\$
Direct Labor – Technical	\$	5-15%	%	\$
Direct Labor – Other	\$	5-15%	%	\$
All Indirect Costs	\$	6-8%	%	\$
Total	\$			
Cost Risk and Other Factors	\$	0-4%	%	\$
Total Fixed Fee				\$

Profit				
	Estimated Cost	Range	Assigned Weight	Profit Dollars
Subcontracts; Other Direct Costs; Equipment Usage or Rental Costs	\$	1-5%	%	\$
Direct Labor – Technical	\$	5-15%	%	\$
Direct Labor – Other	\$	5-15%	%	\$
All Indirect Costs	\$	6-8%	%	\$
Total	\$			
Cost Risk and Other Factors	\$	0-4%	%	\$
Total Profit				\$

Schedule 6
Summary of Direct labor Cost and Cost Realism Information

Labor Category	Annual Hours	Year One		Year Two	
		Hourly Rate	Amount	Hourly Rate	Amount
Home-office Labor					
Program Manager		\$	\$	\$	\$
Total Home-office Labor					
Professional Field Labor					
Project Manager		\$	\$	\$	\$
Environmental Engineer		\$	\$	\$	\$
Health & Safety Officer		\$	\$	\$	\$
Administrative Support		\$	\$	\$	\$
Total Field Professional Hours and Labor		\$	\$	\$	\$
Construction Labor					
Asbestos Worker		\$	\$	\$	\$
Equipment Operator		\$	\$	\$	\$
Truck Driver		\$	\$	\$	\$
Carpenter		\$	\$	\$	\$
Electrician		\$	\$	\$	\$
Plumber/Pipefitter		\$	\$	\$	\$
Laborer		\$	\$	\$	\$
Total Construction Hours and Labor		\$	\$	\$	\$
Grand Total		\$	\$	\$	\$

Labor Category:		Labor Rate from above: \$	
Resumed Person(s) Name(s)	Hours Proposed	Current Labor Rate	Escalated* Labor Rate

* Escalated to cost proposal performance period.

Schedule 7
Indirect Rates and Factors

Prime or subcontractor Name: _____

Cost Element	Proposed Rate/Factor	Allocation Base
Labor Escalation		Not applicable
Fringe Benefits *		
Field Overhead		
Home Office Overhead		
Subcontract Burden * *		
ODC Burden **		
Other (specify)		
G & A		
Cost of Money		

* if separate from overhead

**if separate from G&A

Contractor Fiscal Year Ends: _____

Schedule 8**Allocation of Labor Hours and Other Direct Costs for Year One**

Prime Name: _____

Labor Category	Prime Offeror	Subcontractors		Total
		A	B	
Professional Labor				
Program Manager				120
Project Manager				500
Environmental Engineer				250
Health & Safety Officer				500
Administrative Support				250
Total Professional				1,620
Construction Labor				
Asbestor Worker				1,200
Equipment Operator				2,800
Truck Driver				4,800
Carpenter				150
Electrician				90
Plumber/Pipefitter				90
Laborer				8,750
Total Construction Labor				17,880
Total Labor				19,500
Travel	\$	\$	\$	\$180,000
RFP-Equipment	\$	\$	\$	\$775,000
RFP-Material	\$	\$	\$	\$130,000
RFP-Supplies	\$	\$	\$	\$125,000

SECTION III - BUSINESS PROPOSAL

Contract Cost Control Plan

Describe the system and method used to track and control costs at the task order level, including cost incurred by subcontractors. Explain how potential cost overruns would be identified. Discuss accountability within your organization for tracking and controlling costs.

Subcontract Consent

All Offerors must comply with the consent requirements of FAR 52.244-2, Subcontracts. The Government will review proposals to ensure that the Offeror has addressed the applicable parts of FAR 44.202-2, Considerations. Since the Government intends to award without discussions, the initial submission must be fully documented. Any failure by an Offeror to fully document that it has met all FAR requirements for the analysis and review of a proposed subcontract such that the CO cannot give consent to a subcontract at the time of award will adversely affect that Offeror's chances for award of a contract under this solicitation.

Offerors are reminded that the successful Offeror, not the Government, will have a contract with any proposed subcontractor(s). The Offeror has the duty to document the reasonableness of the cost/price and to justify the placement of the subcontract even when information from a subcontractor is proprietary and must be submitted directly to the Government. It is the prime's duty to ensure that submissions to be made directly to the Government by a proposed subcontractor are, in fact, made. It is also primarily the Offeror's duty and not the Government's to ensure that the proposed fee under each subcontract does not exceed statutory limits and is reasonable. Other issues, such as unapproved accounting systems and indirect rates that are significantly lower or higher than rates approved for past years, must be resolved by the Offeror prior to the submission date for proposals. If ceilings on the indirect rates of a subcontractor are required, the Offeror must deal with this issue prior to the proposal submission date.

Offerors will have to use their best judgment in allocating labor hours between the prime and its various subcontractors for evaluation purposes. The percentage of involvement of each firm should be based on the Offeror's judgment as to how much each firm will be needed in order to cover the requirements of the SOW and in order to meet the Subcontracting Plan goals, if applicable. This allocation of hours will be evaluated under both the technical and cost proposals.

Since it is uncertain how much business each prime Contractor will receive under this contract, the amount of business that will be received under each subcontract for professional labor is even more uncertain. One proposed subcontractor may receive little or no work, and another may receive business far in excess of the hours evaluated under this solicitation. Therefore, most subcontracts for professional labor should be placed on an indefinite delivery/indefinite quantity basis.

The information required to be submitted by the Offeror in support of its review and evaluation of the subcontractor cost proposed for evaluation purposes under this solicitation can meet many of the requirements for subcontract consent. The Offeror can justify the placement of a subcontract with a significantly higher maximum value under an IDIQ contract than the subcontract-evaluated cost under this solicitation. However, the maximum values for each subcontract must be somewhat consistent with the number of hours allocated by the prime to that firm for evaluation purposes under this solicitation. For example, the Offeror should reflect a significantly higher maximum value in its request for consent for a subcontractor allocated 1,000 hours for evaluation purposes than one listed for 100 hours.

The Government anticipates that subcontracts will be predominantly fixed unit price or cost-plus-fixed-fee. Offerors are reminded that fees earned by subcontractors are reflected as part of subcontractor cost in the Offeror's cost proposal.

Information required for subcontract consent must be submitted as part of the cost/business proposal. However, the Offeror may refer to information in its cost proposal, if necessary, and need not repeat any review or analysis.

Joint Ventures

An 8(a) Joint venture must be approved by the Small Business Administration prior to submitting a proposal containing the Joint Venture agreement.

Joint ventures shall submit the following additional documentation regarding their business entities:

- (1) A certified copy of their Joint Venture agreement; and
- (2) A detailed statement outlining the following in terms of percentages, where appropriate.
 - (a) The relationship of the joint venture parties in terms of business ownership, capital contribution, and profit distribution of loss sharing;
 - (b) The management approach of the joint venture in terms of who will conduct, direct, supervise and control the project and have custody and control of the assets of the joint venture and perform the duties necessary to complete the work;

- (c) The structure of the joint venture and decision-making responsibilities of the joint venture parties in terms of who will control the manner and method of performance of the work;
- (d) The bonding responsibilities of the joint venture parties;
- (e) The identification of key personnel who will have authority to legally bind the joint venture to subcontracts and who will provide or contract for the labor and materials for the joint venture;
- (f) The identification of personnel who will maintain the joint venture bank accounts for the payment of all expenses and the deposits of all receipts, who will keep the books, and records, and who will pay applicable taxes for the joint venture;
- (g) The identification of persons who will furnish the facilities, such as office supplies and telephone service; and
- (h) The identification of the personnel who has overall control of the joint venture. Other sections of the proposal shall identify, where appropriate, whether key personnel are employees of the individual joint venture parties, and identify the party, or hired as employees of the joint venture.